



U. S. MISSION

Vacancy Announcement

Riyadh – Jeddah - Dhahran

14-04

VACANCY ANNOUNCEMENT - RIYADH

01/09/14

RE-ADVERTISEMNT

OPEN TO	ALL INTERESTED APPLICANTS
POSITION	ASSISTANT BUTLER (<i>THIS IS A NON-USG POSITION ON CONTRACT WITH THE OCCUPANT OF THE CONCERNED USG RESIDENCE</i>).
OPENING DATE	THURSDAY, JANUARY 09, 2014
CLOSING DATE	OPEN UNTIL FILLED
WORK HOURS	FULL-TIME
SALARY	*ORDINARILY RESIDENT: SR.2,609 - SR 6,401(MONTHLY BASIC SALARY EXCLUDING ELIGIBLE ALLOWANCES). THE SALARY WILL BE ADJUSTED ON PREVIOUS EXPERIENCE.

NOTE

• ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED TRANSFERABLE WORK/RESIDENCE PERMIT IN ORDER TO BE ELIGIBLE FOR CONSIDERATION.

BASIC FUNCTION OF POSITION

Incumbent is responsible for assisting the Butler in his duties at the residence.

MAJOR DUTIES & RESPONSIBILITIES

- Acts as head waiter and valet to official guests accommodated at the residence and to the Ambassador, as required.
- Maintains the silver, official china and glassware of the residence.
- Greets and serves guests, and oversees the VIP guest quarters and the living space of the Ambassador.
- Assists the kitchen for all large official dinners, as required.

- Serves food and drinks at the official functions at the residence and at the DCMR, as required.
- Answers the telephone and takes telephone messages for the Ambassador and family, as required.
- Acts as Butler in the Butler's absence.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **Education**: Completion of junior high school is required.
2. **Experience**: At least three years as hotel waiter and/or houseboy.
3. **Language Requirements**: Must be able to speak and write English.
4. **Other Skills**: Should be able set tables and serve; tend bar. Must be prepared to work long and irregular hours.

SELECTION PROCESS

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidates address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period **are not eligible to apply.**

TO APPLY

Interested applicants for this position **must** submit the following or the applications will not be considered:

1. Application for U.S. Federal Employment DS-174;
2. A current resume or curriculum vitae;
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. A clear copy of valid Saudi identity/iqama card and work permit.
5. Any other documentation (e.g. copy of essays, certificates, awards, copies of degrees earned) that addresses the qualifications requirements of the position as listed above.

SUBMIT APPLICATION AND ALL DOCUMENTS AS A SINGLE PDF ATTACHMENT

TO: HRORiyadh@state.gov

DEFINITIONS*

Ordinarily Resident (OR): A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFGs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

The US Mission in Saudi Arabia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.